

# Kent County Council

## Job Description: *Project Officer*

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<b>Directorate:</b>	<b>Strategic and Corporate Services</b>
<b>Unit/Section:</b>	<b>Strategic Commissioning</b>
<b>Grade:</b>	<b>KR10</b>
<b>Responsible to:</b>	<b>Programme Manager</b>

### **Purpose of the Job:**

Develop, support, monitor and review activity relating to specific projects within the Strategic Commissioning Division, providing support and advice to managers across the Directorate, in order to deliver effective project implementation in line with budgets and timescales.

Monitor the implications of legislation and local and national initiatives which may impact on the Directorate's services and users.

### **Main duties and responsibilities:**

- Deliver a range of projects across the Directorate and across the Strategic Commissioning Division at all stages of the project cycle, as directed by Senior Managers or Members, including project initiation, planning, management and consultation, in order to ensure effective, efficient and high quality projects within defined processes and to the appropriate timescales.
- Monitor and evaluate the progress of the project, identifying any scope for improvement to current projects or any problems or constraints as determined by legislation, national and local initiatives, Directorate or County policy etc in order to develop project briefs which support agreed and changing objectives.
- Commission and monitor activity, as agreed with Senior Managers, in order to ensure that overall project objectives are met.
- Maintain regular and effective communication with Senior and Chief Officers, including recommendations and reports on projects in order to ensure that informed decision-making takes place.
- Develop specialist knowledge of relevant services and initiatives related to the projects to enable informed decision-making throughout the various stages of the project and ensure effective briefing of Members, Senior Officers and all stakeholders.
- Provide support to the Programme Manager in the planning and monitoring of project budgets to ensure tight financial control and the effective use of resources.

- Develop and implement contingency plans so that any services affected by the project can continue to be provided if the original plan does not meet particular timescales.
- Promote the project within KCC and across partnership agencies at a strategic level to ensure full user and stakeholder participation in the development of appropriate initiatives.
- Prepare a business plan for the Project, to reflect the requirements of any external funding and to ensure the appropriate development of services via targeted projects.
- Develop, maintain and analyse monitoring and audit information for all stages of the project, in order to ensure that all relevant standards are met.
- Create new partnerships and maintain existing partnerships with other local and national organisations, to broaden the scope of the project through best practice and information exchange and to maximise potential income opportunities.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: *Project Officer*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
<b>QUALIFICATIONS</b>	NVQ4 to 5 or equivalent and full professional qualification. Willingness to work towards an appropriate Project or Programme Management qualification if required
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Substantial project management experience within a relevant field</li><li>• Experience of joint working and working in multi-agency partnerships at a local, regional and national level</li><li>• Staff supervision and management</li><li>• Managing budgets and forecasting</li><li>• Direct experience of work involving analysis or review in a range of settings</li><li>• Experience of presenting reports and participating in meetings with elected Members and Senior Officers</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Excellent communication skills (both verbal and written) to communicate with people at all levels</li><li>• Excellent presentation and negotiation skills</li><li>• Ability to think creatively and strategically</li><li>• Ability to manage and deliver change appropriately</li><li>• Ability to build relationships across organisational and professional boundaries and to work collaboratively with external agencies</li><li>• Ability to analyse and interpret complex data</li><li>• High level of political and organisational skills – tact and diplomacy</li><li>• Ability to challenge accepted ways of working</li><li>• Excellent organisational and co-ordination skills</li><li>• Ability to meet strict deadlines and targets</li><li>• Ability to effectively plan and implement projects</li><li>• Project initiation, implementation and evaluation skills</li></ul>

<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of issues relating to specific project areas</li> <li>• Good working knowledge of legislation relating to the project areas</li> <li>• Up-to-date knowledge of research and policy developments which impact on the project areas</li> <li>• Good general knowledge across a broad range of the Council's services in order to ensure that proposals are consistent with the Council's overall policies and directives</li> <li>• Awareness of and responsiveness to political issues</li> <li>• Knowledge and understanding of budgetary and financial procedures including external funding mechanisms</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• <b>We are brave. We do the right thing, we accept and offer challenge</b></li> <li>• <b>We are curious to innovate and improve</b></li> <li>• <b>We are compassionate, understanding and respectful to all</b></li> <li>• <b>We are strong together by sharing knowledge</b></li> <li>• <b>We are all responsible for the difference we make</b></li> </ul>